

**FIRE FACT NO. Reserved**

**TITLE : FIRE DRILL RECORDS - SCHOOLS**

**REFERENCE(s) : K.S.A. 31-133 (5) & (8), K.A.R. 22-18-2 (a) ; 91-101/31-3.1.3 ;**

**PAGE 1 Of 2 91-101/31-7.1, 7.2, 7.3**

**K.S.A. 31-150a. Violation of act is class B misdemeanor; injunctions.**

(a) Any person who violates state law shall be guilty of a class B misdemeanor, and each day that the offense continues after receipt of written notice shall constitute a separate violation.

(b) The state fire marshal may obtain an injunction to restrain any violation where such violation is a continuing offense or constitutes an immediate hazard to life or property.

**K.S.A, 2002 Supp. 31-159. Violations of Fire Prevention Code, Administrative Penalties.**

(a) In addition to any other penalty, the state fire marshal may impose a penalty not to exceed \$1,000.

**A. PREPARATION FOR FIRE DRILLS**

1. Fill in the boxes at the top of the attached page with School District, USD #, Building Name
2. All doors in school must be unlocked from the inside anytime the school is occupied
3. The fire alarm must be available and working
4. In case of smoke or fire EVACUATE THE BUILDING IMMEDIATELY, call fire department.
5. Assign staff duties for notification and evacuation of the building
6. Plan two different escape routes from each classroom room and post these in a diagram
7. Designate a "safe gathering area" to avoid emergency response personnel, equipment, and debris
8. Tornado drill alarms method of alerting shall be distinctly different from fire alarm, such as public address system
9. Make announcement prior to special events, locations of exit routes and tornado refuge areas

**B. BUILDING EVACUATION**

1. After the alarm has sounded, students should proceed in an organized manner
2. Staff shall account for all known occupants of the building at the safe gathering area
3. Monitors shall verify all occupants have evacuated, checking bathrooms by sight and voice
4. Mobility impaired individuals will be moved to areas of refuge, then evacuated as required

**C. TIME/FREQUENCY OF DRILLS**

1. Drills shall be unannounced to simulate an actual fire
2. Drills shall be conducted at different times of the day and during different activities
3. Monitors shall verify all occupants have evacuated, checking bathrooms by sight and voice
4. Minimum of one fire drill held each calendar month during school hours other than school dismissal.
5. Minimum of three tornado drills will be conducted each school year. One drill shall be conducted at the start of the year.

**D. EQUIPMENT REQUIRED**

1. Drills shall be initiated by use of the regular fire alarm system components.
2. All fire alarm equipment shall be checked daily, monthly and annually.
3. The Kansas State Fire Marshal recommends using a different manual fire alarm pull station each month.

**E. AFTER THE FIRE DRILL**

1. If the facility is delinquent on drills, inspectors may request a drill at the time of the inspection.
2. Any fire equipment found inoperable during the drills shall be repaired IMMEDIATELY.
3. Please consult the "Complying with the Kansas Fire Prevention Code Handbook".
4. Fire safety inspectors will be spot checking previous years drill records to verify correctness and completeness as they inspect your facility.

SCHOOL DISTRICT	USD# (WHEN APPLICABLE)	BUILDING NAME	CITY	TELEPHONE

<i>FIRE DRILLS (circle school year)</i>	<i>2004-2005</i>	<i>2005-2006</i>	<i>2006-2007</i>
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<i>Month</i>	<i>Date of Drill</i>	<i>Time of Day Drill Conducted</i>	<i>Evacuation Time</i>	<i>Number of Occupants (Students, staff &amp; guests actually participating in the drill )</i>	<i>Manual Pull Station or Smoke Detector or Automatic Sprinkler Valve</i>	<i>Official's Signature/ Title</i>
<i>August</i>						
<i>September</i>						
<i>October</i>						
<i>November</i>						
<i>December</i>						
<i>January</i>						
<i>February</i>						
<i>March</i>						
<i>April</i>						
<i>May</i>						
<i>June</i>						
<i>July</i>						

<i>TORNADO DRILLS</i>
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<i>Month</i>	<i>Date of Drill</i>	<i>Time of Day Drill Conducted</i>	<i>Evacuation Time</i>	<i>Number of Occupants (Students, staff &amp; guests actually participating in the drill)</i>	<i>Notification method</i>	<i>Official's Signature/ Title</i>

## POST IN A CONSPICUOUS LOCATION

When ALL REQUIRED DRILLS have been conducted, maintain the original or a copy of the drill record IN YOUR FILES ONLY, for a period of not less than 5 years for future verification and reference by the Kansas State Fire Marshal.